

Leesburg Public Library  
100 East Main Street  
Leesburg, Florida 34748  
Phone: 352-728-9790/ Fax: 352-326-6635

### Meeting Room Agreement

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When public meeting space is not being used for the Library, City of Leesburg, or Lake County Library System programming, it is available for public use without discrimination toward race, color, creed, national origin, or religion.

Please read and initial the following information:

\_\_\_\_\_ Meeting space will be available during regular library business hours only. Events should be concluded **at least 15 minutes** before the library's scheduled closing time. Library business hours are:

**Monday-Thursday 9:00 a.m. - 8:00 p.m.**  
**Saturday 9:00 a.m. - 5:00 p.m.**

\_\_\_\_\_ A completed reservation application is required and must be made with the library's Administrative Assistant no earlier than 365 days and no later than 7 days prior to the event. *The library reserves the **right to cancel** any reservation during an emergency situation (i.e. natural, national, local, state or county emergency) or conflict with library or City of Leesburg programs, activities, meetings, or events. Should the library cancel an event, the user will be notified as soon as possible and will receive a full refund if monies are involved.*

\_\_\_\_\_ No group or individual may schedule use of a meeting space more than once per month, up to a maximum of ten months in one year.

\_\_\_\_\_ Programs must not interfere with or disrupt regular library activities.

\_\_\_\_\_ Programs must be free and open to the public, and they must be **non-commercial** in nature. When available, meeting space may be rented by groups for a closed **non-commercial** meeting. All policies apply equally to public and private programs regarding discrimination, hours of availability, reservations, and conduct. For-profit groups and groups holding closed meetings are subject to Florida sales tax on the space rental fee. *A non-refundable rental fee will be charged for all profit-sponsored and private-sponsored programs. Events that include food and/or beverages will require a damage deposit double the amount shown in the Fee Schedule. The damage deposit will be charged and will be returned once the room is determined to be in its original condition. Payment of all rental and damage deposit fees must be received not less than 72 hours (3days) before the event, payable in cash or check to the City of Leesburg.*

\_\_\_\_\_ The library cannot provide storage space and is not responsible for any equipment or articles of value, exhibits, food, flowers, beverages, or belongings left behind which are lost, stolen, destroyed, or damaged.

\_\_\_\_\_The Leesburg Public Library can provide a limited selection of audio-visual equipment for public meetings within the library. Arrangements must be made in advance of the meeting date. The required damage deposit will be refunded upon inspection of the equipment. The library is not responsible for items damaged by library equipment.

\_\_\_\_\_Adult (21 years of age or older) supervision of any minor participants (under age 18) is required at all times. Children age eight and younger who accompany their parents or legal guardians to meeting room functions must remain in the meeting room with them.

\_\_\_\_\_Groups or individuals using the meeting rooms may not use library telephones to collect or relay messages.

\_\_\_\_\_All signage related to all public meetings requires the pre-approval of the library before it can be displayed; signage may not advertise a fee or the sale of any service or merchandise.

## Meeting Room Fee Schedule

Please indicate your type of scheduled meeting:

\_\_\_\_\_ **Non-Profit Group Open to the Public - will be charged only a deposit fee\***

\_\_\_\_\_ **For-Profit Group – Open to the Public\*\***

\_\_\_\_\_ **Closed Meeting (Home Owners Association, staff meetings, retreats, baby showers, reception, etc.)\*\*\***

	<b>Non-Profit*</b>	<b>For-Profit Group**</b>	<b>Closed Meeting***</b>
	<b>Open to Public</b>	<b>Open to Public</b>	<b>Private Groups</b>
Meeting Room A	Deposit: \$25	Rental Fee: \$25/hr <i>(Non-Refundable)</i> \$25 + Sales Tax=\$26.75 Deposit: \$25	Rental Fee: <i>(Non-Refundable)</i> \$35 + Sales Tax=\$37.45/hr Deposit: \$35
Meeting Room B	Deposit: \$25	Rental Fee: \$25/hr <i>(Non-Refundable)</i> \$25 + Sales Tax=\$26.75 Deposit: \$25	Rental Fee: <i>(Non-Refundable)</i> \$35 + Sales Tax=\$37.45/hr Deposit: \$35
A & B Combined	Deposit: \$35	Rental Fee: \$35/hr <i>(Non-Refundable)</i> \$35 + Sales Tax =\$37.45 Deposit: \$35	Rental Fee: <i>(Non-Refundable)</i> \$45 + Sales Tax=\$48.15/hr Deposit: \$45

\* Non-profit groups must provide documentation of non-profit status (e.g. tax exempt number).

\*\* Florida Sales Tax will be added to Rental Fee for For-Profit groups

\*\*\*Florida Sales Tax will be added to Rental Fee for Closed meetings.

**Events that include food and/or beverages will require a damage deposit double the amount shown**

## Meeting Room Reservation Form

Please check one:

\_\_\_\_\_ Non-Profit Group Open to the Public - will be charged only a deposit fee\*

\_\_\_\_\_ For-Profit Group – Open to the Public\*\*

\_\_\_\_\_ Closed Meeting (Home Owners Association, Staff meetings, retreats, baby showers, reception, etc.)\*\*\*

**Group size** \_\_\_\_\_ (Determines one or two rooms required) Capacity for each room is **85** maximum

**Audio-Visual Equipment needed:** Y [ ] or N [ ]

**Will food be served?** Y [ ] or N [ ]

Food and/or a caterer of your choice are allowed. Navigator Café is located on the premises of the Leesburg Public Library and provides a catering service. Contact the Café at (352) 319-6717. Debbie Davis Catering at 352-728-1669 will also provide food/refreshments . A group may also bring in their own food/beverages.

*Payment of all rental and damage deposit fees must be received not less than 72 hours (3 days) before the event, payable in cash or check to the City of Leesburg.*

After the event, an inspection of the premises will be conducted within 2 business days. If acceptable, a return of the deposit will be issued.

Mail or deliver to:

***Leesburg Public Library  
100 East Main Street  
Leesburg, Florida 34748  
ATTN: Administrative Assistant  
Contact (352)728-9790 x 8707 or fax 352-728-9794***

Contact Person or Representative of Organization: \_\_\_\_\_

Organization Name \_\_\_\_\_

Address of organization or person responsible for the event/program: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone Number for Contact: \_\_\_\_\_

E-Mail Address of Contact:\_\_\_\_\_

Date Needed: \_\_\_\_\_

**For recurring event, please complete:**

Every \_\_\_\_\_ of the month  
(Example: 3<sup>rd</sup> Monday, 1st Thursday)

**Select up to a maximum of ten (10) months:**

\_\_\_Jan\_\_\_Feb\_\_\_Mar\_\_\_Apr\_\_\_May\_\_\_June\_\_\_July\_\_\_Aug\_\_\_Sept\_\_\_Oct\_\_\_Nov\_\_\_Dec

For Office Use Only:

- ☐ Carroll Zeigler Gregg Meeting Room Side A (without windows)
- ☐ Carroll Zeigler Gregg Meeting Side B (windows)
- ☐ Both Meeting Rooms (A & B combined)

Approved by the City Commission of the City of Leesburg, Florida, August 23, 2010

**Leesburg Public Library  
100 East Main Street  
Leesburg, Florida 34748  
Phone: 352-728-9790/ Fax: 352-728-9794**

**Meeting Room Agreement – ADDENDUM**

**RELEASE, WAIVER, AND INDEMNIFICATION:**

To the extent permitted by law and subject to the limitations provided in §768.28, Florida Statutes, the UNDERSIGNED will indemnify the CITY, and hold the CITY harmless, from and against all claims or demands with respect to bodily injury (including death), property damage, nuisance, or other loss or damage of any kind arising out of, or alleged to have arisen out of, or in any way connected with the UNDERSIGNED'S use or occupancy of the CITY'S Premises (hereafter "the Premises") or the UNDERSIGNED'S activities on or about the Premises, including those matters which are the direct and proximate result of the negligent acts of the CITY, its agents, servants or employees. If it becomes necessary for the CITY to defend any claim or action against it, seeking to impose such liability, the UNDERSIGNED will pay not only any judgment entered against the CITY in such proceeding, but also all costs and the reasonable attorney's fees incurred by the CITY in its defense of the proceeding or claim.

The CITY shall not be liable to the UNDERSIGNED or to the UNDERSIGNED'S customers, employees, agents, guest, or invitees, or to any other person for any injury to person or damage to property on or about the Premises, including but not limited to, consequential damage (1) caused by any act or omission of UNDERSIGNED, its employees, customers, subtenants, licensees, and concessionaires, or any other person entering the Premises by express or implied invitation of UNDERSIGNED, or (2) arising out of the use of the Premises by the UNDERSIGNED, its employees, customers, subtenants, licensees, concessionaires, or invitees, or (3) arising out of any breach or default of UNDERSIGNED in the performance of its obligations hereunder, or (4) caused by any disrepair of the improvements made upon the Premises or any defect in such improvements including, but not limited to defects or disrepair involving fixtures, equipment, floor surfaces, pipes, wiring, broken glass, backed up drains, gas, water, steam, electricity, or oil leaks, or (5) arising out the failure of any or cessation of any service provided by the CITY (including security service and devices), or (6) arising out the construction and installation of any alterations, physical additions, or improvements, in and to the Premises by the CITY and the CITY'S agents, contractors, and subcontractors and UNDERSIGNED hereby agrees to indemnify the CITY and hold the CITY harmless from any liability, loss, expense, or claim, including reasonable attorney fees and costs, arising out of such damage or injury.

The UNDERSIGNED specifically further agrees to be responsible for and to indemnify and hold the CITY harmless from any and all damages or expenses of whatever kind arising out of or caused by burglary, theft, vandalism, malicious mischief, or other illegal activities performed in, at, or from the Premises.

The CITY shall not be liable to the UNDERSIGNED for any loss or damage that may be occasioned by or through the negligence, acts or omissions of the CITY, its officers, employees, agents or representatives, or of any third persons.

THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE due to the negligence of the Releasees or otherwise while in or upon the property of the City.

THE UNDERSIGNED further expressly agrees that the foregoing release, waiver, and indemnity agreement is intended to be as broad and inclusive as is permitted by law of the State of Florida and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements or inducements apart from the foregoing written agreement have been made.

**EXECUTED** in the City of \_\_\_\_\_, in the State of Florida, on this \_\_\_\_\_ day of \_\_\_\_\_, 20 .

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Print Name \_\_\_\_\_

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

Print Name \_\_\_\_\_

**Leesburg Public Library**  
**Meeting Room Setup: Special Instructions**

**Organization Name**

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**Date/Time of Meeting**

**Meeting Room**

- ☐ Room A
- ☐ Room B
- ☐ Both

**Podium/Lectern**

- ☐ Yes
- ☐ No

**Do you need Audio Visual Setup?**

- ☐ Yes
- ☐ No

Please note that it is strongly advised that you come in at least an hour ahead of time to test the audio-visual equipment for compatibility issues. Contact the Administrative Assistant at (352) 728-9790 Option 5 with any questions.

**Projector and screen**

- ☐ Projector (linked by connection cables to use of the laptop you provide)
- ☐ I will need to play audio from my laptop through the speakers

**DVD Player**

- ☐ Yes
- ☐ No

**Microphones**

- ☐ \_\_\_\_\_ # of Lapel Microphones (wireless mic that pins on) (2 maximum)
- ☐ \_\_\_\_\_ # of Handheld Microphones (3 maximum)
- ☐ Podium Microphone

**Stage**




- ☐ Yes
- ☐ No

If yes, what items do you need placed on the stage?



## Chair and Table Setup

- Please use back of this form if you need additional space or if you would like to draw a diagram of a more detailed arrangement.

<p><b>Classroom style</b></p> <p>Tables set up in rows with chairs behind the tables. Maximum of 12 tables/33 chairs for one room. Maximum of 20 tables/55 chairs for both rooms.</p> 	<p>_____ # of Chairs</p> <p>_____ # of tables</p> <p>Special instructions:</p>
<p><b>Auditorium style</b></p> <p>Chairs set up in rows. Rows of 10 or 12 chairs with capacity of 85 chairs for one room and 170 for both, including speaker/performer.</p> 	<p>_____ # of Chairs</p> <p>_____ # of tables</p> <p>Special instructions:</p>
<p><b>Square/Rectangle</b></p> <p>Tables arranged in a square/rectangle with chairs set up at the tables. Maximum of 12 tables/35 chairs for one room. Maximum of 20 tables/60 chairs for both rooms.</p> 	<p>_____ # of Chairs</p> <p>_____ # of tables</p> <p>Special instructions:</p>